***<Preservation Maintenance Plan LITE Template, v1.0, 09Sep2025>***

*<This LITE template is suitable for preserving multiple relatively small collections containing few obscure file extensions. For more complex collections of digital files, use the comprehensive Maintenance Plan Template >*

*<To use this template, delete all material between the < > characters as well as the <> characters themselves; overwrite @@@ characters with the correct information; and fill in the sections of the document as appropriate.>*

*Title:***@@@** **PRESERVATION MAINTENANCE PLAN LITE FOR @@@
<***Insert the short name of the collection which is to be preserved, and the year the next maintenance exercise is to take place.>*

*Author: @@@*

*Date: @@@*

**Schedule:** The next Maintenance exercise is scheduled to start on @@@. To perform the maintenance, carry out each of the following 5 steps.

* Revise this section with the date for the next Maintenance exercise.
* Revise section 3 (Changes) with the significant changes that occurred to the collection and its digital platform between the previous maintenance exercise and the maintenance you are about to carry out.
* Revise section 4 (Hardware and operating system strategy) with the strategy you envisage for the future.
* Revise section 2 (Contents & Location) with any changes to the collections or to the preservation activities.
* Perform the Preservation activities specified in section 2, and record what actions you have taken in section 5 (Actions taken in the @@@ Preservation Maintenance Plan LITE). Then complete the rightmost column of section 2 with a high-level summary of the overall results of the work.

**1. Purpose:** This document specifies the actions to be taken in the future to enable the contents (both digital and physical) of the collections listed in section 2 to continue to be viewed and used to a level of quality and utility not less than was possible in @@@. <*Insert the year this Maintenance Plan LITE was produced.*>

**2. Contents & Location:** The collections dealt with in this Preservation Maintenance Plan LITE are listed below:

| ***Collection Name*** | ***Owner*** | ***What separate types of objects are there***  | ***Are these Physical or Digital Objects or Both*** | ***Is there an index?*** | ***Where is the physical version of each type of object located*** | ***Where is the digital version of each type of object located*** | ***What preservation activities are to be carried out on these digital objects*** | ***Summary results of preservation work just performed - see details in section 5.*** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. @@@
 | @@@ | @@@ | @@@ | @@ | @@@ | @@@ | @@@ | @@@ |
| 1. @@@
 | @@@ | @@@ | @@@ | @@ | @@@ | @@@ | @@@ | @@@ |
| 1. @@@
 | @@@ | @@@ | @@@ | @@ | @@@ | @@@ | @@@ | @@@ |
| Etc. |  |  |  |  |  |  |  |  |

**3. Changes:** The following changes were made to the collection and its digital platform between the Maintenance performed in @@@ and the @@@ Maintenance exercise that has just been completed:

@@@

**<***If this is the first time this Preservation Plan LITE exercise has been performed, remove all text from this section and put after the Changes heading, ’Not applicable – this is the first preservation exercise.>*

**4. Hardware, operating system, and application strategy:** @@@

*<List any changes that are planned for the hardware and operating system platforms upon which the digital collection resides; and for the applications which run on those platforms.>*

**5. Actions taken in the** @@@ **Preservation Maintenance Project Lite just completed:** At the point at which this document was written, the following preservation actions had just been completed:

* 1. @@@**:** *<Insert the name of the first collection followed by a description of the actions taken on that collection)*
	2. @@@**:** *<Insert the name of the second collection followed by a description of the actions taken on that collection)*
	3. @@@**:** *<Insert the name of the third collection followed by a description of the actions taken on that collection)*
	4. ***<etc>***

***----------***

***Note: Short forms of some possible Preservation activities which can be inserted in the section 2 table, and a description of what they entail.***

**Check file formats:** Check that the current file formats will enable the files to be accessed in the future and if not make changes to ensure they will.

**Check Inventory:** Check that the index entries have a corresponding physical item and/or or digital file , and rectify any inconsistencies.

**Ensure physical docs are up to date:** Ensure that the physical documents are the latest versions.

**Ensure Index is up to date:** Ensure that the latest additions to the collection are included in the Index.

**Ensure Digital collection is up to date:** Ensure that the latest additions are all included in the digital collection.

**Ensure Physical collection is up to date:** Ensure that the latest additions are all included in the physical collection.

**ENDS**

***< Changes to this Preservation Maintenance Plan LITE template since v1.0***

* *to be provided when v1.0 is superceded>*

*<This v1.0 Preservation MAINTENANCE PLAN LITE template accompanies the Preservation Planning SCOPING Document template and the Preservation Project Plan DESCRIPTION and MAINTENANCE PLAN and CHART templates, to support Digital Preservation projects. It has been tested once on two sets of 10 mainly small collections. It will need to be tested over one or two more preservation cycles before it can be considered fit for purpose. It has been created by Paul Wilson as part of his Order from Chaos investigations (see pwofc.com) and is available for use by anyone who may find it helpful.>*